

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY		MONTH NOVEMBER 1968	
ACCESSIONING, DISPOSITION, HOLDINGS			
ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number) → ✓	59	374	
2. RECORDS ACCESSIONED <i>in ft</i>	486	3,248	128,087
3. RECORDS DISPOSED OF AT CENTER	215	1,637	25,877
4. RECORDS TRANSFERRED FROM CENTER <i>net gain? 27107</i>	430	1,052	34,182
5. RECORDS HOLDINGS → ✓	68,028		
6. INTELLIGENCE REPORTS RECEIVED	207	1,473	64,711
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER <i>net gain? 2607</i>	181	471	27,382
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER <i>net gain +1</i>	25	258	14,824
9. INTELLIGENCE REPORTS HOLDINGS → ✓	22,505		
10. VITAL RECORDS RECEIVED	75	812	18,690
11. VITAL RECORDS DISPOSED OF AT CENTER <i>net gain 5007</i>	25	399	4,914
12. VITAL RECORDS TRANSFERRED FROM CENTER <i>net gain 48?</i>	2	1719	4,584
13. VITAL RECORDS HOLDINGS → ✓	9,192		
14. ARCHIVES ACCESSIONED	27	119	7,644
15. ARCHIVES DISPOSED OF AT CENTER	11	38	316
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	902
17. ARCHIVES HOLDINGS → ✓	6,426		
18. TOTAL HOLDINGS →	106,151		
REFERENCE SERVICES			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	5,537	28,595	804,440
20. INFORMATIONAL REQUESTS	696	3,640	48,207
21. Archival Documents	614	1,919	
22. INTELLIGENCE REPORTS ✓	2,571	15,710	
23. VITAL RECORDS	86	817	
24. TOTAL	9,504	50,681	
25. NO. OF PAGES REPRODUCED	2,698	7,203	
ITEMS RECEIVED			
ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	106,640	477,001	
A. INITIAL RECEIPT	99,591	463,548	
B. RETURNS	1,049	7,453	
27. Archival Documents	2,140	11,892	
28. VITAL RECORDS	1,106	8,759	
29. TOTAL	109,886	497,652	
SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
30. TOTAL CAPACITY	132,202		
31. UTILIZED	85,605		
32. XXXXXX	20,546		
33. AVAILABLE	26,051		